# Western Sydney Region RTO

**Assessment Package**

**Package Overview for Assessors**

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| --- | --- | --- |
| **Package Number**  **Package Title** | IT 04  Create User Documentation | |
| **Training Package** | Information and Communications Technology (ICA05) | |
| **Unit(s) /Elements to be assessed by this package:** | ICAS3234B – Care for Computer Hardware  ICAD3218B – Create User Documentation  ICPMM321B – Capture a Digital Image | |
| **Package contents and information for assessors** | **Pages**  **2** | The Assessment Notice includes the task description and is provided to students. |
|  | **Pages**  **3-4** | Reflection |
|  | **Page**  **5** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed. |
| Suggestions for Carrying Out Task |  | * Students are allocated a classroom computer in which they are to perform regular maintenance and to keep a process diary * The User documentation is for the company they designed in Task 1 |
| **Equipment and/or resources required** |  | Equipment/Resources Required  * Standalone PCs, printer, scanner, digital camera |
| **Other comments** |  | **Direct students to the Range Statement in the Care for Computer Hardware syllabus when deciding on the information required for the report.** |

# Western Sydney Region

# Vocational Education and Training

### Assessment Notice

|  |  |
| --- | --- |
| **VET Framework: Information Technology** | |
| **Student Name:** | |
| **Assessor / Teacher:** | |
| **Unit of competency** ICAS3234B – Care for Computer Hardware  ICAD3218B – Create User Documentation  ICPMM321B – Capture a Digital Image | |
| **Date task given: Date due:** |

|  |
| --- |
| **Task Description:**  For the company that you created the business documents in task 1, you are now required to create user documentation.  Two forms of user documentation are to be produced, paper-based and online.  Paper-based:  You are required to write a formal report on the care of computer hardware. The report must include the following:   * A title page * Table of Contents * Executive Summary * Introduction * OH&S standards * Hardware and peripherals * Environmental conditions * System protection devices * Maintenance * Summary and Recommendation   Online:  You are required to create an online tutorial on capturing a digital image. The tutorial needs to address the following questions:  What is meant by pixel resolution and how does this affect the resolution of the image?  Why is the RAM capacity of a digital camera relevant?  Why are the shutter speed and focal lengths important to check when capturing a digital image?  What are the safety requirements for handling and storing lithium batteries? |



Reflection/ Assessment Sheet for Student and Assessor

|  |  |
| --- | --- |
| **Candidate name:** |  |
| **Unit:** | Create User Documentation |
| **Assessor / Teacher:** |  |

| **During this task,**  *( insert a tick for ‘yes’, cross for ‘no’,* | | **Student** | **Assessor** |
| --- | --- | --- | --- |
|  | At least three OH&S standards. |  |  |
|  | Consideration of two input devices, two output devices, and two storage devices. |  |  |
|  | At least two environmental conditions. |  |  |
|  | At least one system protection device. |  |  |
|  | Maintenance requirements including: tasks, frequency and appropriate tools and techniques for a desktop computer. |  |  |
|  | What is meant by pixel resolution and how does this affect the resolution of the image? |  |  |
|  | Why is the RAM capacity of a digital camera relevant? |  |  |
|  | Why are the shutter speed and focal lengths important to check when capturing a digital image? |  |  |
|  | What are the safety requirements for handling and storing lithium batteries? |  |  |

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| --- | --- |
| **Candidate name:** |  |
| **Unit:** | Create User Documentation |
| **Assessor / Teacher:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Feedback to candidate** | | | |
| General comments, strengths or improvements needed: | | | |
| **Assessor signature:** |  | **Date:** |  |

# Western Sydney Region RTO

# Vocational Education and Training

**Assessment Feedback**

|  |  |
| --- | --- |
| **VET Framework: Information Technology** | |
| **Student Name:** | |
| **Assessor / Teacher:** | |
| **Unit of competency**  ICAS3234B – Care for Computer Hardware  ICAD3218B – Create User Documentation  ICPMM321B – Capture a Digital Image | |
| **Due Date :** |

**Overall Result**

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Elements of Competency** | **Competent/Not Yet Competent** |
| ICAS3234B – Care for Computer Hardware | |  |  | | --- | --- | | 1. | Establish safe work practices | |  |
| |  |  | | --- | --- | | 2. | Establish location requirements for hardware and peripherals | |  |
| |  |  | | --- | --- | | 3. | Establish maintenance practices | |  |
| 4. Determine appropriate hardware quality standards |  |
| ICAD3218B – Create User Documentation | |  |  | | --- | --- | | 1. | Determine documentation standards and requirements | |  |
| |  |  | | --- | --- | | 2. | Produce user documentation | |  |
| |  |  | | --- | --- | | 3. | Review and obtain sign-off | |  |
| ICPMM321B – Capture a Digital Image | |  |  | | --- | --- | |  |  |   1. Assess digital camera qualities |  |
| |  |  | | --- | --- | |  |  |   2. Set up for image capture |  |
| 3. Preview Image |  |
| 4. Photograph and upload a digital image |  |

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| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |